

VIRGINIA FIRE SERVICES BOARD
Frederick County Public Safety Building
April 24, 2015

A regular meeting of the Virginia Fire Services Board was held at the Frederick County Public Safety Building in Winchester, VA at 9:00 am. Mr. Walter Bailey served as Chair.

BOARD MEMBERS PRESENT

Walter Bailey – Chair – Virginia State Firefighter’s Association
Charles ‘Ed’ Altizer – Virginia State Fire Marshal
Robert Miner – Virginia Chapter of the International Association of Arson Investigators
Dawn E. Brown – Insurance Industry
H. Lee Day – Virginia Fire Services Council
David Layman - Virginia Fire Chiefs Association
Bettie Reeves-Nobles – General Public
James “Robby” Dawson – Fire Prevention Association
Bill Kyger – Association of Counties

BOARD MEMBERS ABSENT

James ‘Randy’ Wheeler – Vice-Chair – Virginia Municipal League
Vacant – Industry (SARA Title III & OSHA) Representative
Peter Svoboda – Virginia Professional Firefighters Association
Bettina Ring – Virginia State Forester
Jeff Bailey - VA Chapter of the International Society of Fire Service Instructors
John Ainslie –Virginia Board of Housing & Community Development

AGENCY MEMBERS PRESENT

Brook Pittinger	Mohamed Abbamin	Rhonn James
Melvin Carter	Don Hansen	Brenda Scaife
Christine Lopilato	Dave Jolly	John Fugman

GUESTS PRESENT

Charlie Singleton	Larry Gwaltney	Bruce Hue
Nathan Herlocker	Ken Brown	Jeff Flippo
Mike Moles	Bobby Garner	Scott Garber
Richard Burch	Mark Smith	Pat Dent
Chris Eudailey	J. Wayne Grist	Brandon Rubble
Jack Jones	Jason Ferguson	Larry Logan
John Miller	Robert Washington Jr.	Deputy Secretary of Public &
Chris Shaver		Homeland Security Adam Thiel

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN THE AGENDA

Public Comments

Consent Agenda

- A. Approval Of The Minutes Of The Previous Meeting
 - i. Fire Education and Training Committee
 - ii. Fire Prevention and Control Committee
 - iii. Administration Policy and Finance Committee
 - iv. Full Board

Report from the VDFP Executive Director

Report from the VDFP Deputy Executive Director

Fire Education and Training Committee Business

- A. Report From The VDFP Branch Chief of Training and Operations
- B. Unfinished Business
- C. New Business

Fire Prevention and Control Committee Business

- A. Report From The VDFP Branch Chief of Training and Technical Services
- B. Report from The Department of Forestry
- C. Report from The State Fire Marshal
- D. Report From The Codes and Standards Subcommittee
- E. Unfinished Business
- F. New Business

Administration, Policy and Finance Committee Business

- A. Report from the VDFP Director of Finance
- B. Report from the Administration, Policy and Finance Committee
 - i. Review of Governor's Fire Services Awards Categories
 - ii. Funding Policies
 - a. Aid to Localities (ATL) Entitlement Program
 - b. Burn Building Grant Program
 - c. Regional Fire Services Training Facility Grant Program

- d. VFIRS Hardware Grant Program
 - iii. VFSB Meeting Schedule/Frequency
 - iv. Schedule future Burn Building Subcommittee Meetings
- C. Report From The Burn Building Subcommittee
 - i. Regional Fire Services Training Grants
 - a. Albemarle County – Vehicle Fire Prop
 - b. Augusta County – WHP Maze System
 - c. Shenandoah County – Vehicle Fire Prop and 18' Flatbed Carhauler Trailer
 - d. Spotsylvania County – Rapid Intervention Team Training House
 - e. Town of Blacksburg – Flashover Simulator
 - f. Town of Chilhowie – Drafting Pump Training Pit
 - g. City of Newport News – Drager Swede Phase 1 Flashover Simulator
 - h. City of Roanoke – 35' x 80' Concrete Pad
 - i. City of Virginia Beach – Vehicle Fire Prop
 - ii. Town of Farmville – Burn Building Relocation
- D. Unfinished Business
- E. New Business

Comments from the Chairman, VFSB

Full Board Business

- A. Unfinished Business
- B. New Business
 - i. Fire and EMS Study Outside Participation

PUBLIC COMMENTS

Chairman Walter Bailey thanked for their attendance. Dennis D. Linaburg, Fire Chief of Frederick County Fire & Rescue thanked the board for having their meeting at Winchester, VA. He further added taking meetings on the road enables other stakeholders who are otherwise unable to attend at other meetings to be part of fire service related conversations within their vicinity.

Adam K. Thiel, Deputy Secretary of Public Safety and Homeland Security brought greetings on behalf of Governor Terrence McAuliffe and Secretary of Public Safety and Homeland Security, Brian Moran.

CONSENT AGENDA

Topic: Consent Agenda

Motion: To approve the Consent Agenda / Minutes.

Discussion: Motion to accept was made.

Vote: Unanimous

Action: Motion Carries

REPORT FROM THE VDFP EXECUTIVE DIRECTOR

Melvin Carter, Executive Director of Virginia Department of Fire Programs thanked Winchester County for providing the opportunity to host.

He further provided the following report;

VDFP Brand Discussion

- Be customer focused and customer driven (find ways to say yes)
- Produce a quality product
- Decrease our agencies risk profile
- Reinforce a culture of safety
- Internal professional development

New Staff: Melvin Carter added the agency has the following new staff members;

- **Dereck Baker:** Division Chief for Fairfax Division 7
- **Reggie Dabney:** FSTRS Programmer
- **Danielle Matthews:** HR Administrative Assistant Glen Allen
- **James Csizmadia:** Fire Marshal for Division 2
- **Gregory Harp:** SFMO Assistant Fire Marshal for Division 2
- **Capri Smart:** Executive Administrative Assistant Glen Allen
- **Joseph Rusty Chase:** SFMO Assistant Fire Marshal for Division 5

Melvin Carter also stated the following technological enhancement will occur at the agency;

Upgrading VDFP technology

- Automating some processes
- Replacing legacy LMS & RMS system
- Enhance your experience w/our agency and to make it easier to interact w/our
- Website upgrades

- Simulation training

Adjunct Review

With respect to adjunct review, Mr. Carter indicated there will be an improved method of accountability while also ensuring the existence of an on-going training which will provide the agency to be acknowledged for their delivery of superior training/customer service to its stakeholders.

Grant Funding

Melvin Carter briefly spoke on the agency's aggressive pursuit of grant funding.

State Fire Marshal's Office (SFMO)

The SFMO will focus on;

- Community risk
- State Fair engagement
- Community risk effort
- Partnering w/other agencies that have a similar mission

Lastly, Melvin Carter ensured the attendees that the agency will continue with its efforts to reengage stakeholder committees, continue with the stakeholder meetings held across the Commonwealth and overall, establishing a stronger partnership with both stakeholders and other state agencies and organization.

REPORT FROM THE DEPUTY EXECUTIVE DIRECTOR

Brook Pittinger provided the following report:

- **Fallen Firefighter Memorial Service:** The 2015 Fallen Firefighter Memorial Service will be on Saturday, June 6, 2015 at the Richmond International Raceway Complex. The service will begin promptly at 12 noon. As of February 2015, there are two fallen heroes being honored:
 - **John Viggiano** – Manassas Park Fire Department – Date of Death: 9/28/13
 - **Anthony Parker** – Caroline County – Date of Death: 1/12/14
 - **Glenn Gaines** – Deputy US Fire Administrator – will be recognized for his leadership to Virginia's fire services.
- **Regional Stakeholder Meetings:** The Virginia Department of Fire Programs will host a regional stakeholder summit to provide the agency's senior leadership the opportunity to hear from fire chiefs, training officers and emergency managers throughout the Metro Richmond area. This summit will ensure the Department is fully meeting the needs of the Virginia's fire services and discussions topics will include training, mutual aid, firefighter safety and recruitment challenges.
 - **Wednesday, April 29, 2014** – Hampton, VA at 10 am
- **Technology Improvements:**

- Updating the Website;
- Updating our Technology – in particular Training Database;
- Expanding our training reach to focus on advanced courses and niche related training (Spanish language and Autism). If you have courses or training opportunities you would like for the Agency to help you advertise, please send to Brook and we will help you market accordingly.
- The Agency, along with the City of Roanoke, is going to host a PIO/Community Risk Reduction summit in September. The objective is bring Virginia's PIO community together to focus on strategies to better engage and promote community risk reduction efforts.

VFIRS Incident Reporting

2014 VFIRS Reporting Status - VFIRS incident reporting for 2014 was closed out on **Wednesday, April 15, 2015.**

- 516 or 90.1% of the total 573 fire departments in Virginia are reporting incidents to VFIRS for 2014. Based on each locality's VFIRS participation and census population, the departments that are reporting represent 97.7% of Virginia's population.
- More fire departments reported incidents in 2014 to VFIRS; 516 fire departments in 2014, compared to 514 in 2013.
- Total number of incident reports submitted by fire departments increased by 33,442 from 2013 to 2014; 834,582 total reports in 2014; compared to 801,140 in 2013.
- Rescue and EMS calls accounted for 71% of the total incidents in Virginia for 2014, fires made up 3% of the calls.
- Total fire dollar loss with fires in 2014 was \$243 million.
- There were a total of 509 civilian fire-related casualties (432 injuries, 77 deaths) and 607 fire service casualties (607 injuries, 0 deaths) with all incident types.
- Fire departments in Virginia responded to an average of 2,287 incidents per day in 2014; one incident occurred every 38 seconds.
- January was the month with the most incidents, while April was the month with the largest amount of fires.

Incident Summary, Virginia, 2013-2014

Incident Type	2013		2014	
	Total	Percent	Total	Percent
Fires	22,589	3.0%	23,235	2.9%
Rescue and EMS	530,495	70.0%	558,278	70.7%
Other Calls	204,666	27.0%	208,359	26.4%
Total Incidents	757,750	100.0%	789,872	100.0%
Aid Given (Mutual or Automatic)	43,041		44,348	
Fire Exposures	349		362	
Grand Total	801,140		834,582	
Total Fire Dollar Loss	\$273,735,147		\$242,555,184	
Civilian Fire Injuries	419		432	
Civilian Fire Deaths	55		77	
Fire Service Injuries	671		607	
Fire Service Deaths	4		0	

Incident Summary, Virginia, 2009-2014

	2009	2010	2011	2012	2013	2014
Fires	26,139	28,235	25,929	25,169	22,589	23,235
Rescue and EMS	424,182	430,695	452,000	512,162	530,495	558,278
All Other Calls	194,798	197,186	206,338	210,410	204,666	208,359
Total Number of Incidents	645,119	656,116	684,267	747,741	757,750	789,872
Aid Given	34,331	38,244	42,167	44,033	43,041	44,348
Fire Exposures	487	447	370	360	349	362
Grand Total	679,937	694,807	726,804	792,134	801,140	834,582
Total Fire Dollar Loss	\$278,180,173	\$245,074,521	\$239,903,587	\$273,735,147	\$234,577,638	\$242,555,184
Civilian Fire Injuries	382	471	479	419	408	432
Civilian Fire Deaths	68	68	56	55	70	77
Fire Service Injuries	341	423	592	671	522	607
Fire Service Deaths	1	3	1	4	1	0

- **2014 VFIRS Annual Report** - Data is currently being compiled for the 2014 VFIRS Annual Report. A press release will be sent out to coincide when the report is available. Target date for when the report will be released is **Friday, May 29, 2015**.
- **2015 VFIRS Reporting Status** - January - March incidents are currently due from fire departments. As of 4/15/2015, we have a total of **128,688** incident reports submitted to VFIRS. For 2015, we will continue to send out reminders to fire departments with missing reports.

Incident Summary, Virginia, 2014-2015

Incident Type	2014 Reporting as of 4/15/2014		2015 Reporting as of 4/15/2015	
	Total	Percent	Total	Percent
Fires	4,387	3.5%	3,980	3.3%
Rescue and EMS	86,086	68.3%	82,841	68.7%
Other Calls	35,645	28.3%	33,695	28.0%
Total Incidents	126,118	100.0%	120,516	100.0%
Aid Given (Mutual or Automatic)	7,045		8,120	
Fire Exposures	92		52	
Grand Total	133,255		128,688	
Dollar Loss	Total		Total	
Total Fire Dollar Loss	\$51,536,916		\$46,715,803	
Casualties	Total		Total	
Civilian Fire Injuries	104		91	
Civilian Fire Deaths	19		11	
Fire Service Injuries	128		80	
Fire Service Deaths	0		0	

2015 Statistics

- Fires - **3,980** (3.3%); Rescue and EMS - **82,841** (68.7%); Other Calls - **33,695** (28.0%)
 - Total Incidents - **120,516** (121K)
- Total Fire Dollar Loss - **\$46,715,803** (\$47 Million)
- Civilian Fire-Related Casualties - **102** (Injuries - 91, Deaths - 11)
- Fire Service Casualties (All Incident Types) - **80** (Injuries - 80, Deaths - 0)

Additional VFIRS statistics/reports are available on our Fire Data & Statistics webpage:
http://www.vafire.com/fire_data_statistics/index.htm

**FIRE EDUCATION AND TRAINING COMMITTEE BUSINESS
REPORT FROM THE VDFP BRANCH CHIEF OF TRAINING AND OPERATIONS**

John Fugman, Chief of Division 2, provided the following report on Training and Operations:

- **Technical Rescue Division:** During the months of March and April, the Technical Rescue Division funded 16 training courses across the state. Another three courses were cancelled by the local jurisdictions due to inclement weather or scheduling conflicts. Chief Hansbrough is working to reschedule those courses over the next couple months. Additionally, the Technical Rescue Division has been assisting with the four spring regional schools and has provided numerous training courses.
- **ARFF:** Since the last Board meeting, the ARFF program completed its training for 2014. During calendar year 2014, the ARFF Program conducted 2 General Aviation classes, 2 ARFF Certification Classes, 9 Aircraft Live Fire Training classes, and supported 5 Airport Emergency Drills. The annual ARFF meeting was held at the Glen Allen office in January 2015.
 - a. The spring ARFF training schedule has 5 Aircraft Live Fire Training classes, 2 ARFF Certification classes, 2 Airport Emergency Drills, and 1 Response to Aviation Accidents for First Responders. The ARFF Chief attended the ARFF Working Group/American Association of Airport Executives ARFF Chiefs and Leadership School.
- **Quality Assurance and Curriculum Development:**
 - **Emergency Vehicle Operator's Course (EVOC) Committee:** Chief Jolly has been working with the Office of Emergency Medical Services and Virginia Association of Volunteer Rescue Squads to provide updates the EVOC training course. The new curriculum will be released in July 2015. Additionally, the National Highway Safety Administration is expected to release an update to the Emergency Vehicle Operators Course during fall 2015.
 - **Virginia State Firefighters Association Conference:** VDFP has started working with the Virginia State Firefighters Association to develop the training courses to be offered at the upcoming conference. There will be several new course offerings this year that will hopefully fulfill the training needs of all levels of public safety providers. The Conference will take place on July 29th through August 1st at the Hampton Convention Center.
 - **Pro-Board:** VDFP has been requested by several jurisdictions to research the registering of certification with Pro-Board for course offered/hosted by the locality. VDFP has worked with Pro-Board to allow localities to be able to register certificates in bulk for \$10.00 per certificate provided the certificates are being mailed back to a single address instead of the \$15.00 per certificate if registered individually. Over the next month, VDFP will be developing an associated policy to facilitate this new process.

- **Course Development:** Course development in process for September 2015 roll out:
 - Fire Officer I - IV
 - Driver Operator: Pumper
 - Driver Operator: Aerial
 - Rural Water Supply
 - Basic Pump Operations
- **ICS/NIMS:** Division Chief Grainer has finalized arrangements with the Northern Shenandoah Valley Incident Management Team to deliver a Command and General Staff-Practical Evolutions program in Woodstock on June 8-12, 2015. Additionally, Chief Grainer continues to schedule advanced and position specific training throughout FEMA Region III. The NIMS Chief has also been assigned to staff a new project, called MutualAidNet, to develop a statewide inventory and system for improved fire and EMS mutual aid in-state as well as with other states. Any locality or region seeking NIMS/ICS training should contact Chief Grainer no less than 60 days prior to requested dates.
- **ARFF:** The Aircraft Rescue Fire Fighting Division has the following courses and exercises planned for this spring:
 - Aircraft Live Fire Training (Norfolk International Airport): March 23-27, 2015
 - Aircraft Live Fire Training (Charlottesville/Albemarle Airport): April 6-10, 2015
 - Aircraft Live Fire Training (Richmond International Airport): April 20 – 22, 2015
 - Aircraft Rescue Fire Fighting Certification Class: April 20-25, 2015
 - Aircraft Live Fire Training (Shenandoah Valley Regional Airport): April 27-May 1, 2015
 - Airport Emergency Drill (Dulles International Airport): May 9, 2015
 - Aircraft Live Fire Training (Lynchburg Regional Airport): May 11-15, 2015
 - Aircraft Live Fire Training (Roanoke/Blacksburg Regional Airport): June 1-5, 2015
 - Response to Aviation Accidents for Fire Responders Course: June 13-14, 2015
 - Aircraft Rescue Fire Fighting Certification Class: June 15-20, 2015

Operations Branch

- **Instructor in-Service:** There will be an Instructor in-service starting in July 2015. This will be a face to face delivery and will be held on two Fridays and Saturdays in each Division for a total of four days. For those unable to attend the in-person, an on-line In-Service will be available starting in October 2015.

- **Chief Officer 101 Program:** In conjunction with the Virginia Fire Chief's Association and the Virginia State Firefighter's Association, the pilot for the Chief Officer 101 program was conducted on Wednesday and Thursday, March 19 and 20 at the Williamsburg /James City County Public Schools Central Office. Sixty-six students participated in the program and we received positive feedback on this pilot program.
- **Stakeholder Meetings:** All Division Chiefs continue to monitor programs and try to attend meetings with the stakeholder associations as time allows in their respective divisions.
- **Programs listed on FSTRS: Upcoming, In Progress, or Completed.**

Division Program FSTRS Entries:					
4/1/2015					
Division	Funded	Reimbursable	Non-Funded	Partial	Total
Div 1	70	9	48	126	253
Div 2	47	2	90	128	267
Div 3	29	0	24	40	93
Div 4	69	1	15	5	90
Div 5	76	1	144	81	302
Div 6	42	4	5	64	115
Div 7	27	0	84	135	246
Q/A-Dev	58	0	2	0	60
NIMS	12	0	27	0	39
Tech Res	70	13	102	0	185
VFMA	31	0	140	0	171
ARFF	15	3	1	0	19
Total	546	33	682	579	1840

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

No New Business

REPORT FROM THE VDFP BRANCH CHIEF OF TRAINING AND TECHNICAL SERVICES

Don Hansen provided the following report:

The Virginia Fire Marshal Academy conducted the following training and services:

- **Fire Inspector NFPA 1031:** The Fire Inspector 1031 program conducted a school during the first week of April for this quarter in Fairfax, Va. and Virginia Beach. There were 28 students combined in the two courses.
- **Environmental Crimes Group:** The Environmental Crimes group conducted a class in Norfolk in April 2015, with 18 students. Instructors from DEQ out from Washington DC and the Commonwealth's attorney's office assisted VFMA with the presentation of the course.
- **Public Fire Education:** Public Fire Education had three classes in Juvenile Fire Setter programs, Public Life Safety I & II, and held a class at Caroline Regional School. There were 40 students in attendance. In conjunction with the Spotsylvania Sheriff's office during the week of April 13-19, 2015 - VFMA assisted in an Autism Event in Spotsylvania County.
- **The Fire investigator NFPA 1033:** The Fire investigator 1033 class conducted a school in Virginia Beach at Camp Pendleton with 15 students.
- **VFMA Law Enforcement:** The Law Enforcement class began the first week in April at AP Hill. There are 13 Fire Investigators this year attending from the Commonwealth. Graduation day is scheduled for June 12th at 10 am in Caroline County at the community center.

REPORT FROM THE DEPARTMENT OF FORESTRY

John Miller, from Virginia Department of Forestry provided the following information on behalf of State Forester Bettina King;

- **Virginia Dry Hydrant Program:** VDOF is currently at the midway point for the FY 2015 installations. Everything is on schedule and the contractor is past the halfway point in terms of the total projects for this year.
 - **Applications:** VDOF is also now underway with a push for new applications for the upcoming FY 2016 installations. Dry Hydrant applications and all of the related information are available on the VDOF website.
 - **Point-of-Contact:** Steve Counts is now our primary program contact as a result of Phil Carpenter's recent retirement.

- **Volunteer Fire Assistance Grant Program (VFA):** The VDOF is now accepting applications for our Volunteer Fire Assistance grant program. The program is designed to provide 50% matching funds to assist with the purchase of wildland and structural PPE, equipment and training. The funds are specifically targeted to Virginia's more rural volunteer fire departments. Full details are available on the VDOF website.
- **Spring Wildfire Season:** Spring Wildfire Season has officially begun on February 15, although the agency has already responded to just under 100 fires for a little less than 400 acres since the first of the year.
- **Statewide Wildfire Training Academy:** It is scheduled for May 27 - 30, 2015 at Longwood University.
 - **Courses:** 11 wildfire suppression, fire behavior and incident management related courses are being offered. Registration closes at the end of March, although at least two of the classes are already full. A flat \$50 fee is charged for registration, which covers all meals, lodging and expenses for each student. Registration information is available from the VDOF website or directly at; <https://www.regonline.com/builder/site/Default.aspx?EventID=1647013>

REPORT FROM THE STATE FIRE MARSHAL'S OFFICE

State Fire Marshal Ed Altizer provided the following report:

The following are selected items from the SFMO weekly reports since February 20, 2015 and include only significant items as highlighted to the Secretary of Public Safety and Homeland Security. All weekly reports are available if requested. The report to the Fire Board will normally contain items for FY 2014-2015 beginning July 1, 2014. The table below will reflect cumulative totals through the week indicated prior to the Fire Board meeting.

Cumulative FY 15 A\O April 6, 2015

Type of Inspection	Total Number
Life Safety Code Inspections	703
Regular Fire Prevention Inspections	4488
State Construction Inspections	1075
Fire Prevention Complaint Inspections	110
Cigarette Program Inspections (RCIP)	131
Operational Permits	193
***Total Complete CIKA Inspections to date in CY 2015 (complete buildings)*	8

**NOTE: CIKA Buildings are counted by calendar year and are cumulative week to week.*

- **SFMO Hiring Update** - The SFMO has filled the three vacant positions that existed prior to the last Fire Board meeting. All three candidates bring excellent experience. Two are located in the SFMO Northern Regional Office in Orange and one in the Central Regional Office in Glen Allen. One of the candidates was actually a promotion which leaves a vacant position in the Central Regional Office. The hiring process has begun for that position.
- **Fire Fatalities:** As of April 13, the SFMO has recorded 32 civilian fire fatalities since January 1, 2015. 5 of the fire fatalities have not been reported to the USFA as indicated below. The USFA total is 27 as of April 13, 2015 compared to SFMO total of 32. The five not reported by the USFA are:
 - A fatality occurred in Madison County on February 12
 - A fatality remains under investigation on the Eastern Shore that occurred on March 3.
 - A 47 year old male died March 18, 2015 as a result of burns sustained in a fire incident on March 15, 2015 at his home.
 - An adult male died in a house fire on March 29, 2015 in the Christiansburg area. Official reports or details are not available.
 - A fire on March 31, 2015 claimed the life of an adult female resident of a single family home in Spotsylvania. This is believed to be an accidental fire however the investigation is ongoing.
- **SFMO and USFA Records:** The difference between the SFMO and USFA totals underscore the importance of reporting in the VFIRS system. Several of the reports indicate the causes are still under investigation. During the same time frame in 2014, 32 fatalities were reported. 30 of those reports indicate the cause of the fire is still under investigation.
- **Fire Prevention and Safety (FP&S) Grants:** On April 8, 2015 the Finance Branch submitted the two SFMO Grant requests for funding in the areas of Community Risk Reduction and increased inspections. The VDFP State Fire Marshal's Office has requested two grants through the US Department of Homeland Security – Fire Prevention and Safety Grant Program. Under the category of General Education Awareness, a grant of \$113,800 is being requested to pay for two part-time educators to aggressively promote fire prevention safety through Community Risk Reduction Programs, to increase the effectiveness of existing programs, and to promote adoption of the Virginia Statewide Fire Prevention Code in localities that have not adopted the code.
 - The second, under the category of Code Enforcement Awareness, is a request for a grant of \$104,825 for a new fire prevention inspection database to increase the efficiency of existing inspection programs, so that a new inspection program can be introduced for hotels, motels, and Bed & Breakfasts' in localities where the State Fire Marshal is the Authority Having Jurisdiction. There are estimated to be approximately 700 of these locations that are currently not part of a regular inspection program.
- **Hotels/Motels:** The SFMO continues to find serious life safety problems when inspecting hotels or motels. The SFMO is not funded to inspect these facilities on a regular basis and only do so on complaints. The SFMO is not funded to inspect these facilities on a regular basis and only do so on complaints. Requests for fees based inspections to the Board of Housing and Community Development have been denied. An example of a recent

complaint inspection with serious violations is the Comfort Inn and Suites in Montgomery was required to be placed under fire watch because of problems with the sprinkler system including improper maintenance and ruptured piping. Problems with the fire alarm system were also found. This continues a list of complaints we have received on hotels and motels in which we find serious violations of the Statewide Fire Prevention Code. Several have required assistance of the local building official because provisions of the Certificate of Occupancy have been violated.

- **Community College Workforce Alliance Blaster's Exam Partnership:** Under an agreement and partnership with the Community College Workforce Alliance (CCWA) an agency of the Community College System A new blaster's exam is now available and can be given across the country through the CCWA's contacts in other states. As previously reported, the CCWA has received a grant from the Community College System to develop the grant with a 50/50 match from SFMO. Working with CCWA will save considerable money for the SFMO in exam development as well as ensuring its availability outside Virginia through CCWAs network of providers. The blaster's exam is required for certification of blasters by the Statewide Fire Prevention Code.
- **Local Adoption of the Statewide Fire Prevention Code (SFPC):** SFMO staff continues to work with localities that do not enforce the SFPC to provide information on the benefits to localities of enforcement at the local level. Recently staff met with the Pennington Gap Fire Chief, the Town Manager and two members of town council, one of whom is the Mayor, on Tuesday February 10th for the purpose of providing information on adopting the enforcement provisions of the SFPC. In addition, staff met with the Pulaski County Emergency Management Coordinator, on Wednesday February 11th for the purpose of providing continuing assistance and information on the county's efforts to adopt the enforcement provisions of the SFPC.

REPORT FROM THE CODES AND STANDARDS SUBCOMMITTEE

There were no meetings held between February 2015 – April 2015

Chairman of the Codes and Standards Subcommittee is now Chairman George Hollingsworth.

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Topic: Comments from Deputy Secretary of Public Safety and Homeland Security, Adam Thiel

Motion: N/A

Topic Discussion: Adam Thiel provided comments on Governor's Climate Change and Resiliency Update Commission. He cited that bipartisan Commission is made up of leaders from around the state including local elected officials, members of the General Assembly, business leaders, environmental advocates, faith leaders, and industry representatives. Mr. Thiel indicated that it is imperative for the fire services to be cognizant on mitigating climate and the effects of change that we have already begun to see here in the Commonwealth.

Vote: N/A

Motion Action: N/A

ADMINISTRATION, POLICY AND FINANCE COMMITTEE BUSINESS REPORT FROM THE VDFP DIRECTOR OF FINANCE

Christine Lopilato provided the following report:

Committee on Fire Education & Training

- Nothing to report.

Committee on Fire Prevention & Control

- Nothing to report.

Committee on Administration, Policy & Finance

Budget Report

- FY2015 Financial Reporting
 - 1) Statement of Cash – Interest Account as of March 31, 2015 [Enclosure 1]
 - 2) Burn Buildings Cash Obligations and Availability as of March 31, 2015 [Enclosure 2]
 - 3) FY2015 Burn Buildings Spending Plan as of March 31, 2015 [Enclosure 3]

Grants & Local Aid Report

- Aid to Localities (ATL) Entitlement Program
 - 1) FY2014 ATL Report as of March 31, 2015 [Enclosure 4]
 - 2) FY2015 ATL Report as of March 31, 2015 [Enclosure 5]
- Burn Building Grant Program
 - 1) Burn Building Summary Report as of March 31, 2015 [Enclosure 6]

REPORT FROM THE ADMINISTRATION, POLICY AND FINANCE COMMITTEE

Topic: Review of Governor's Fire Services Awards Categories

Motion: N/A

Topic Discussion: Brook Pittinger added that the committee should consider other categories to make the eligibility criteria more open. Brook Pittinger recommended modifying the Civilian Lifesaving Award to reflect a category which encompasses a larger population to allow flexibility.

Dave Layman asked when the current categories were created. Brook Pittinger stated the categories were established thirteen years ago. Therefore, reexamining would be a good idea.

Bettie Reeves-Nobles suggested creating a small workgroup to be assigned in the creation of the future categories.

Jeff Flippo stated the categories should be in accordance to population (small community vs. large community). Brook Pittinger further added that it is imperative to consider the size of fire departments as well.

Walt Bailey suggested including stakeholders to be part of this subcommittee.

Task: Bettie Reeves-Nobles will lead the workgroup. A representative from each of the major stakeholder groups will be part of the group. Walter Bailey will provide additional information to Bettie Reeves-Nobles on who within the stakeholder will be part of the group.

Vote: N/A

Motion Action: N/A

Funding Policies

Topic: Aid to Localities (ATL) Entitlement Program

Motion: Motion to invite a representative from the Attorney General's Office and stakeholders on Thursday, June 4th, 2015.

Topic Discussion: Walter Bailey suggested for the Virginia Department of Fire Programs to open a discussion with stakeholders in enhancing funding policies along with educating the public and board members.

Task: Schedule a meeting on Thursday, June 4, 2015 by the Administration, Policy and Finance Committee before the full board meeting with participation from a representative from the Attorney General's Office along with fire services stakeholders to find methods to update/enhance funding policies.

Vote: Unanimous

Motion Action: N/A

Topic: Burn Building Grant Program

Motion: N/A

Topic Discussion: Burn Building Subcommittee chairman, Bob Miner indicated there is a need for a discussion on Burn Building Funds' flexibility. The account starts with \$1 million dollars. Bob Miner wants to know if there are other methods to utilize the Burn Building Grant.

Renovation vs. Replacement of Burn Building: Within the Commonwealth there has only been one locality that sought to *replace* a Burn Building. The board denied such request and further asked the locality to submit a *renovation application*.

A discussion ensued on modifying the policy to be flexible and allow more replacement of Burn Buildings rather than renovation as technology and training process has changed.

Ed Altizer suggested the need for the board to "evaluate" the burn buildings in their decision-making process as it relates to granting funds for replacement of a burn building or renovation.

Burn Building has/is at times been privately built by a locality. Such locality is eligible to come to VFSB seeking renovation costs.

Annual Inspections: Annually localities have to provide VDFP information related to their annual inspection.

Five Year Review/Inspection: All Burn Buildings in the Commonwealth are provided a letter asking them to provide access to their respective Burn Building for a five year review delivered by TSG. Localities have the option to allow such access or deny. There have been instances where a locality has refused the five year review.

Dave Layman cited that the refusal to conduct the five year review whether the Burn Building was built with Burn Building Grants or private funding creates a difficult decision-making process when such locality comes in front of the board seeking renovation funds.

Christine Lopilato offered that Code §38.2-401 references \$1 million to be used for regional fire services training facilities, the VFIRS program, and construction or repair of burn building projects. Currently, the VFSB has allocated \$25,000 to VFIRS and \$975,000 to burn buildings. However, the VFSB can amend the amount allocated for VFIRS Hardware Grants. Additionally, the VFSB may amend the Regional Fire Services Training Facilities Grant Program to increase grant award limits from \$50,000, and can also increase the eligible projects in the current Policy to create additional funding opportunities through the Regional Fire Services Training Facilities Program.

Task: Walt Bailey requested a review be conducted before the June 6, 2015 board meeting related to;

- Burn Building Grant Policy
- Regional Fire Services Training Facility Grant Program
- Inspections: the number, type, and length of reviews/inspections done on Burn Buildings in Virginia.

Task: Walt Bailey further added that the Administration, Policy and Finance Committee and guidance from the Burn Building Subcommittee should modify the current Burn Building Contract with respect to longevity of a building/infrastructure. The Administration, Policy and Finance Committee will make such modifications during the meeting on Thursday, June 4, 2015 with attendance from a representative from the Attorney General's Office and stakeholders.

Vote: N/A

Motion Action: N/A

Topic: Regional Fire Services Training Facility Grant Program

Motion: N/A

Topic Discussion: The grant which provides localities with the ability for acquisition, renovation, repair, service, and management of fire services training props to provide training opportunities.

Task: Walt Bailey requested a review be conducted before the June 6, 2015 board meeting related to;

- Regional Fire Services Training Facility Grant Program

Vote: N/A

Motion Action: N/A

Topic: VFIRS Hardware Grant Program

Motion: N/A

Topic Discussion: The grant which allows up to \$1,000 per department.

“Grant funds may not be used for anything other than specified VFIRS ‘hardware’- inclusive of a computer, Tablet and mi-fi peripherals, as such may be later defined by the Agency; and may not be retroactively applied to acquisitions that predate an award.”

The committee discussed pricing for other hardware which cost less than \$1,000 that will still allows fire departments to access VFIRS. A policy was suggested which requests prospective applicants to submit an application with the cost of the future hardware that is to be bought.

The current policy cites; *“Each grantee shall have 180 days after receipt of its award to procure the necessary hardware and train personnel”*.

Task: Walt Bailey requested for the agency to get a data on the number of VFIRS Grant requests along with those awarded.

Vote: N/A

Motion Action: N/A

Topic: Schedule future Burn Building Subcommittee Meetings

Motion: N/A

Topic Discussion: Burn Building Subcommittee Chairman, Bob Miner suggested to have the Burn Building Subcommittee Meeting on Thursday, June 4, 2015, before the Administration, Policy and Finance Meeting.

Vote: N/A

Motion Action: N/A

Topic: VFSB Meeting Schedule/Frequency

Motion: N/A

Topic Discussion: With respect to frequency, Walt Bailey asked if the board needs to meet five times a year as opposed to four times, as done within the last few years. Bill Kyger added that additional meetings will cost more. He also added that if the VFSB strategically schedules its meetings around the Commonwealth allows stakeholders to be part of.

The committee decided to continue having four meetings per year, with the November Meeting being held at other parts of Virginia.

Vote: N/A

Motion Action: N/A

REPORT FROM THE BURN BUILDING SUBCOMMITTEE

Chairman of the Burn Building Subcommittee, Bob Miner provided the following update from the subcommittee's most recent meeting held on Thursday, April 23, 2015 at Winchester, VA.

Topic: Albemarle County – Vehicle Fire Prop

Motion: Motion to approve the request for the amount of \$47,555.

Topic Discussion: Grant is being requested to allow the locality to have a permanent reusable source for vehicle fire training.

[Enclosure 7]

Vote: Unanimous

Motion Action: Motion Carries

Topic: Augusta County – WHP Maze System

Motion: Motion to accept the request for the amount of \$18,693.

Topic Discussion: Chris Shavers from Augusta County indicated that this type of system will enhance their ability to train new and existing firefighters in and around August County. Receiving the grant will enable them to purchase the system which further allows them to provide a stable training prop as opposed to the conventional construction methods that usually deteriorate.

[Enclosure 8]

Vote: Unanimous

Motion Action: Motion Carries

Topic: Shenandoah County – Vehicle Fire Prop and 18’ Flatbed Carhauler Trailer

Motion: Motion to approve Shenandoah’s request for \$49,545.

Topic Discussion: The County is requesting this grant to support the purchase of a mobile fire prop which can be utilized by localities surrounding Shenandoah County. This will help elements of the Firefighter I and II curriculum prescribed in NFPA 1001 and 1403, as well as annual in-service refresher training.

[Enclosure 9]

Vote: Unanimous

Motion Action: Motion Carries

Topic: Spotsylvania County – Rapid Intervention Team Training House

Motion: Motion to approve \$46,598.

Topic Discussion: Chief Edwin L. Allen indicated that the RIT Mayday House will enable the regional partners to participate in a variety of training scenarios that cannot readily be done in the regional area which include Mayday Scenarios, Search and Rescue within a building, EMS Extractions in confined spaces and stairwells.

Grant submission is for \$50,000, there was a discussion of \$13,000 expenses that were ineligible.

The topic was tabled until the Spotsylvania County representatives discussed privately.

Upon their return, the locality was advised that on the application’s lines 1, 2, and 5 are not eligible expenses per the policy. The grant covers construction not the civil engineering and planning phases.

The subcommittee members voted to approve \$46,598.

[Enclosure 10]

Vote: Unanimous

Motion Action: Motion Carries

Topic: Town of Blacksburg – Flashover Simulator

Motion: Motion to approve the request for \$49,500.

Topic Discussion: Two proposals were received. The first request is for \$49,500 for pre-constructed flashover simulators and the second proposal cited an expense of \$48,200. The funding was reduced to the lower cost proposal of \$48,200.

[Enclosure 11]

Vote: Unanimous

Motion Action: Motion Carries

Topic: Town of Chilhowie – Drafting Pump Training Pit

Motion: Motion to approve \$42,502.

Topic Discussion: The locality's request states that Chilhowie does not have centers for pump/drafting training available is in Galax, VA.

[Enclosure 12]

Vote: Unanimous

Motion Action: Motion Carries

Topic: City of Newport News – Drager Swede Phase 1 Flashover Simulator

Motion: Motion to approve \$48,795.

Topic Discussion: Robert Craft from Newport News spoke on behalf of the City. The locality does not have the capability to demonstrate the concepts delivered during fire behavior section of the Firefighter I and II. The request is for \$39,036. The City of Newport News is providing a 20% match. Christine Lopilato indicated that based on funding availabilities, the subcommittee is able to provide 100% funding which will be \$48,795.

[Enclosure 13]

Vote: Unanimous

Motion Action: Motion Carries

Topic: City of Roanoke – 35' x 80' Concrete Pad

Motion: Motion to deny the request from City of Roanoke for the amount of \$47,560.

Topic Discussion: City of Roanoke cites in their application that regional training center has acquired a Fire Blas trailer with gas props and needs an area to set up and use the training props. They currently use the parking lot which causes several safety issues. The request is not aligned with the policy, thus, it has been denied by the subcommittee.

[Enclosure 14]

Vote: Unanimous

Motion Action: Motion Carries

Topic: City of Virginia Beach – Vehicle Fire Prop

Motion: Motion to approve the maximum amount of \$50,000.

Topic Discussion: The locality seeks the grant to enhance the fire service training capabilities. The locality seeks to add a natural gas fire vehicle fire training prop. The recommended amount per policy is \$50,000.

[Enclosure 15]

Vote: Unanimous

Motion Action: Motion Carries

Topic: Town of Farmville – Relocation of Burn Building

Motion: Motion to approve relocation of the burn building for Town of Farmville.

Topic Discussion: Town of Farmville is requesting to move further away from an abandoned landfill. The new location will be on the same road (Industrial Park Road) which is approximately .5 miles from the current site. The alternate Town-owned site was one of the two original sites.

[Enclosure 16]

Vote: Unanimous

Motion Action: Motion Carries

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

No New Business

UNFINISHED BUSINESS

No Unfinished Business

COMMENTS FROM THE CHAIRMAN

Mr. Bailey delivered a resolution acknowledging Christine Lopilato's departure from the Virginia Department of Fire Programs.

FULL BOARD BUSINESS

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Topic: Fire and EMS Study Outside Participation

Motion: N/A

Topic Discussion: It was suggested that the policy related to the Fire and EMS Study outside participation should be forwarded to the next full board meeting on July 31, 2015.

Vote: Unanimous

Motion Action: N/A

ADJOURNMENT

The Board adjourned at 10:30am

Clerk of the Committee
Mohamed G. Abbamin

REVIEWED BY:



April 24, 2015

Melvin D. Carter
Executive Director

Date

Enclosures:

1. **Enclosure 1** - Statement of Cash – Interest Account as of March 31, 2015
2. **Enclosure 2** - Burn Buildings Cash Obligations and Availability as of March 31, 2015

3. **Enclosure 3** - FY2015 Burn Buildings Spending Plan as of March 31, 2015
4. **Enclosure 4**- FY2014 ATL Report as of March 31, 2015
5. **Enclosure 5** - FY2015 ATL Allocations March 31, 2015
6. **Enclosure 6** – Burn Building Summary Report as of March 31,2015
7. **Enclosure 7** - Albemarle County – Vehicle Fire Prop
8. **Enclosure 8** – Augusta County – WHP Maze System
9. **Enclosure 9** - Shenandoah County – Vehicle Fire Prop and 18’ Flatbed Carhauler Trailer
10. **Enclosure 10** - Spotsylvania County – Rapid Intervention Team Training House
11. **Enclosure 11**- Town of Blacksburg – Flashover Simulator
12. **Enclosure 12** -Town of Chilhowie – Drafting Pump Training Pit
13. **Enclosure 13** - City of Newport News – Drager Swede Phase 1 Flashover Simulator
14. **Enclosure 14**- City of Roanoke – 35’ x 80’ Concrete Pad
15. **Enclosure 15** - City of Virginia Beach – Vehicle Fire Prop
16. **Enclosure 16** - Town of Farmville – Relocation of Burn Building